

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



August 23, 1991

ALL-COUNTY LETTER NO. 91-84

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY GAIN COORDINATORS

SUBJECT: CLARIFICATION ON FUNDING AND MINIMUM REQUIREMENTS FOR
GREATER AVENUES FOR INDEPENDENCE (GAIN) EDUCATIONAL PROGRESS
DETERMINATION STANDARDS

REFERENCE: Joint Advisory on GAIN Fiscal Policy: January 30, 1989
Chancellor's Office of the California Community Colleges
(COCCC) and State Department of Social Services (SDSS)
All-County GAIN Coordinators Letter, dated
October 23, 1989
All-County Letters (ACLs) 90-74 and 91-07

This letter clarifies policy on progress determination standards contained in ACL 91-07. The specific areas being clarified are: 1) use of excess costs to fund alternative progress determination methods other than those provided by the State Department of Social Services (SDSS), and 2) minimum requirements for educational progress determination standards.

Use of Excess Costs to Fund Non-SDSS Provided Progress Determination Methods

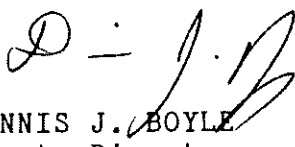
As specified in the reference letters noted above, educational services provided with excess costs funding must be necessary and cost effective. The SDSS provides instruments and methods at no cost to determine progress for GAIN participants receiving Adult Basic Education (ABE) and English-as-a-Second Language (ESL) instruction. Accordingly, costs for developing or obtaining approval of non-SDSS provided progress determination instruments or methods for ABE or ESL are not eligible for excess costs funding. We believe it is neither necessary nor cost effective to develop a duplicate system.

Minimum Requirements for Educational Progress Determination Standards

Manual of Policies and Procedures (MPP) Section 42-740.14 requires that contracts and/or agreements with GAIN education providers document the existence of written standards, containing qualitative and quantitative measures, to determine whether participants are progressing satisfactorily. The CWDs must make arrangements with all education providers to ensure these standards are in place for GAIN participants. Any existing provider procedures must be consistent with the requirement that standards have qualitative and quantitative measures. When possible, these procedures shall be referenced in written contracts or agreements which CWDs have with providers.

Qualitative measurement includes grades on class work, demonstrated competency attainment, student portfolio of work in progress or completed, or comparable factors which are measured against a norm. Quantitative measurement provides a maximum timeframe in which the participant should complete his/her educational objectives. These measures must be applied at least once per academic year. Participants must be informed of their activities' progress standards, by either the CWD or service provider, before beginning their activities.

If you have any questions concerning this letter, please contact your GAIN and Employment Services Operations Analyst at (916) 324-6962.



DENNIS J. BOYLE
Deputy Director

cc: CWDA